BUSINESS COMPUTER APPLICATIONS

MIS03 **14024**

Students in Business Computer Applications will continue to develop skills in various computer applications and using various input and output devices in order to gather information, design, present, and evaluate projects. The course will include ethical uses of computers and information. The course would be helpful for all students.

Credit   ½ OR 1 credit
Max credit = 1

Level   Grades 9-12

Prerequisite: Keyboarding or equivalent skill

-These are the standards/competencies taken from the larger Business Education document that are the bare minimum to be covered in the class in any school using this MIS03 code.

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Standard 4	COMMUNICATION

FOUNDATIONS OF COMMUNICATION

Topic 4.1	Listen actively, use the communication process, read and research information, and integrate technology to enhance communication effectiveness.

	Student Competencies	
	TECHNOLOGY	
	4.1.47	Apply proper etiquette when communicating using technology.
	4.1.49	Select the most efficient and effective technology tool to communicate information based on audience and context.
	4.1.50	Integrate functions of word processing, spreadsheets, databases, and presentation applications to various workplace scenarios.
	4.1.51	Refine documents using spell check, thesaurus, and grammar check tools.
	4.1.59	Enhance documents by using advanced layout, design, and graphics.
	4.1.60	Identify ethical and legal issues regarding the use of digital information.

WRITTEN COMMUNICATION		
Topic 4.3	**Prepare clear, complete, concise, correct, and courteous written messages for personal and professional uses.**	
	Student Competencies	
	MECHANICS AND WRITING BASICS	
	4.3.6	Proofread business documents to ensure that they are clear, correct, concise, complete, consistent, and courteous.
	4.3.15	Apply a variety of specific proofreading techniques to identify and correct errors.
	4.3.16	Compare drafts to final documents and make editorial changes.
	BUSINESS MESSAGES	
	4.3.21	Compose coherent business messages that request information and action.
	4.3.22	Compose coherent business messages that respond to requests.
	4.3.23	Compose reports and summaries using appropriate documentation styles.
	4.3.26	Create promotional materials.
	4.3.27	Apply correct formats to various business messages.
	4.3.29	Prepare charts and graphs.
	4.3.33	Prepare informal and formal reports using professional format and appropriate supporting graphics.

Standard 7	*INFORMATION TECHNOLOGY*

IMPACT ON SOCIETY

Topic 7.1	Assess the impact of information technology in a diverse global society.

		Student Competencies
	7.1.14	Identify emerging trends in information technology and predict influences on business, industry, and the global economy.

DIGITAL CITIZENSHIP

Topic 7.3	Demonstrate respectful, responsible, inclusive, and ethical behavior in a digital world.

		Student Competencies
	7.3.1	Identify and explore basic privacy issues associated with technology.
	7.3.2	Explore the risks and dangers of sharing personal information in a digital world (e.g., digital footprint, cyberbullying, cyberstalking, identity theft).
	7.3.4	Discuss and apply Internet safety practices.
	7.3.7	Discuss basic issues related to responsible use of technology and describe personal or legal consequences of inappropriate use.
	7.3.12	Demonstrate appropriate etiquette when using information technologies.
	7.3.15	Recognize the importance of one's digital footprint and manage it professionally.

DEVICES AND COMPONENTS

Topic 7.4	Describe current and emerging devices and components; configure, install, and upgrade equipment; diagnose problems; and repair hardware.

		Student Competencies
	7.4.4	Compare and contrast various storage devices (e.g., local, removable, remote, cloud).

OPERATING SYSTEMS

Topic 7.5	Identify, evaluate, select, install, use, upgrade, and customize operating systems. Diagnose and solve problems with various types of operating system utilities.

		Student Competencies
	7.5.1	Navigate the basic operating system.
	7.5.2	Manage local and cloud-based files and folders.

INPUT TECHNOLOGIES

Topic 7.6	Use various input technologies to enter and manipulate information appropriately.

		Student Competencies
	7.6.1	Select appropriate input technology to optimize performance.
	7.6.2	Apply a variety of input technologies to maximize productivity.
	7.6.3	Use a variety of input technologies to optimize academic and workplace performance.
	7.6.4	Create media using a variety of input technologies.

APPLICATIONS		
Topic 7.7		**Identify, evaluate, select, install, use, upgrade, troubleshoot, and customize applications.**
	Student Competencies	
	7.7.1	Use help features and reference materials to learn applications.
	7.7.2	Evaluate and select the appropriate applications to productively complete tasks.
	7.7.5	Compare and contrast application features.
DIGITAL MEDIA		
Topic 7.8		**Use, analyze, and create digital media.**
	Student Competencies	
	7.8.15	Select and integrate digital media appropriate for various platforms.
DATABASE MANAGEMENT SYSTEMS		
Topic 7.10		**Use, plan, develop, and maintain database management systems.**
	Student Competencies	
	7.10.5	Organize and present the results of data retrieval through reports.
DATA AND NETWORKING INFRASTRUCTURES		
Topic 7.13		**Develop the skills to design, deploy, and administer networks and telecommunications systems.**
	Student Competencies	
	7.13.3	Explore and use cloud computing.
SECURITY AND RISK MANAGEMENT		
Topic 7.15		**Design and implement security and risk management policies and procedures for information technology.**
	Student Competencies	
	7.15.1	Identify and discuss privacy issues relative to the individual and within an organization.
	7.15.2	Implement organizational policies and procedures for security, privacy, and risk management.
	7.15.3	Discuss the risks of data loss and methods of prevention.
	7.15.4	Apply ergonomic techniques to information technology tasks to avoid injury.
	7.15.5	Identify and demonstrate good personal cybersecurity hygiene practices at home and work.
	7.15.6	Analyze security, privacy, and risk management issues.
	7.15.10	Implement controls to prevent loss of integrity of data and other information resources.
INFORMATION TECHNOLOGY CAREERS		
Topic 7.18		**Explore career opportunities in information technology.**
	Student Competencies	
	7.18.4	Identify and explore career opportunities in information technology.
	7.18.8	Identify the benefits of industry certifications and higher education for various information technology careers.